

Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
January 25, 2022
Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, January 25, 2022 via Zoom and in-person in the board conference room, 800 Starbuck Avenue, Watertown, NY 13601.

Present: Michelle Capone, J. Paul Morgan, Robert Cantwell III, Mark Bellinger, Don Rutherford

Staff: Billy Soluri

Others Present:

- I. Call to Order:** The meeting was called to order at 8:30 AM.
- II. Meeting Minutes:** Motion by P. Morgan and second by R. Cantwell III to accept the minutes from the November 23, 2021 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for November and December 2021. B. Soluri noted an adjusted operating profit of \$9,302.45 in November and an adjusted operating profit of \$5,047.64 in December. B. Soluri noted on the balance sheet for December that cash decreased and work in progress increased as bills were paid for the Building A drainage project. Cash is being used to fund this project. He also noted under accounts receivable that Pick N Go has made their final payment toward their plan. On a motion by P. Morgan and second by M. Bellinger, the financial statements for November and December 2021 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri provided a verbal update regarding the Building D regular inspection. Aubertine & Currier noted some concern about the planks along the exterior walls that are slightly skewed from the structural steel framing. Staff examined these areas and it was determined that the planks along the exterior walls that are slightly skewed from the structural steel framing do have a lip on them that is bearing on the beams. Aubertine & Currier noted that there are a few areas throughout the building where the roof planks have concrete spalling and rebar visible. These areas will have planks installed underneath them to catch any falling concrete as we are already doing in other areas. Finally, where the roof transitions from the low bays to the high bay, the infill is a gypsum material and is loose in a few areas. This will be secured by installing a horizontal 2x wood member to the steel columns. Pictures were provided.
 - ii. B. Soluri provided a verbal update on the Building A drainage project. Upon digging about 10 inches below surface a concrete vault was identified. It is apparently an active sewer for Serv Pro. This was not identified on any previous drawings. The plans had to be redesigned to accommodate the structure. The pipe was replaced into the structure. This has resulted in an approximate \$10,000 cost overrun to the project. There will be minor work to complete on this project in the spring. Pictures were provided.

V. Committee Reports

- i. B. Soluri provided a verbal leases/prospects report. He reported a tenant may be requesting an early release from its lease. The tenant however will likely not move for another two years. Staff will look to fill the space.
- ii. B. Soluri provided a verbal facilities report. Water has gotten behind the bricks on the façade of Building D and pushed the bricks out. B. Soluri has had those areas shored up and is ordering metal siding to cover. He recommends in the future that we consider removing the first layer of brick façade, shoring up and covering with metal siding. The current project is approximately \$1800.

VI. Unfinished Business:

- i. None

VII. New Business:

- i. B. Soluri recommended the board consider a bonus for staff. D. Rutherford stated that the Personnel Committee be called to review this matter. B. Soluri will set up this meeting.

VIII. Adjournment: On a motion by P. Morgan and second by R. Cantwell III the meeting was adjourned at 8:56 AM.

The next regular meeting is scheduled for Tuesday, February 22, 2022.